

Onboarding Specialist (4722C), Berkeley Regional
Services - 81883
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264070>

Downloaded On: Oct. 20, 2025 9:28pm

Posted Oct. 20, 2025, set to expire Jun. 30, 2026

Job Title	Onboarding Specialist (4722C), Berkeley Regional Services - 81883
Department	Berkeley Regional Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Biological, Environmental, Science & Technology (BEST) Region serves the Rausser College of Natural Resources, the Division of Biological Sciences in the College of Letters and Science, and related ORUs, museums, and field stations. The Research Administration function within BEST provides department-level service during the full contracts and grants life cycle to UC Berkeley's PIs and PDs.

Position Summary

The Berkeley Regional Services (BRS) supports the administration of the BEST Region and is committed to developing a culture in which employees are actively engaged in the work, mission, and vision of the organization and of UC Berkeley.

This position involves coordination of hiring and managing on-boarding, includes triaging incoming client inquiries to the appropriate First Contact Team Member. Conducts research and corrects problems based on policy interpretation, both oral and written, in all areas of hiring; consults and responds to inquiries from staff, managers, etc.; implements new policies and procedures; prepares reports and policy recommendations.

Provides exceptional service to meet customer needs and ensures each action is handled with confidentiality, timeliness, accuracy and sensitivity.

Application Review Date

The First Review Date for this job is: 10/28/2025

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Responsibilities

Process New Hires & Rehires

- Serve as a primary point of contact for HR Partners and Generalists to ensure timely onboarding of new hires and rehires.
- Enter and maintain accurate employee data in UCPATH, Tracker I-9, and hire request source for new hires, rehires, and other related employment actions.
- Ensure compliance with University, state, and federal policies, including employment eligibility, I-9, Misconduct & Disclosure, Visa, and work authorization requirements.
- Coordinate with cross-functional teams (HR, Payroll, Campus Units) to complete all required documentation, audits, and approvals.
- Provide guidance and standard information to employees regarding onboarding, HR policies, and benefits.
- Track onboarding progress and follow up on outstanding tasks or documentation to ensure deadlines are met.

Other Onboarding/Compliance Projects

- Support I-9 projects including but not limited to: E-Verify process, purge reports, and re-verifications.
- Develop and update process documentation, job aids, employee communications, and other written materials.
- Attend onboarding, compliance, and operational meetings as assigned.
- Analyze current processes and recommend improvements to enhance operational efficiency and the customer experience.

Satellite Office

- Staff and support operations at the satellite office on a rotational basis.
- Greet and provide information to employees, managers, and campus units regarding onboarding and general HR practices.
- Ensure new hires complete necessary onboarding steps, including verification of documentation and compliance requirements.
- Maintain and coordinate office space, materials, and onboarding resources.

HRIM/HR Systems Entry

- Accurately enter employee information into UCPATH/HCM and other HR systems.

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- Maintain accurate records and logs for audits, reporting, and compliance purposes.
- Assist HR Partners and Generalists with system-related issues, ensuring proper data integrity.

Required Qualifications

- Ability to provide exceptional customer service in a high-volume, fast-paced environment.
- Strong organizational skills with excellent attention to detail and accuracy; ability to multi-task and meet demanding timeframes.
- Ability to establish priorities, work independently, and complete objectives without supervision.
- Skill in record keeping and file management (hard copy and electronic).
- Ability to research, organize, and clearly communicate findings in written reports.
- Ability to understand, interpret, and apply University rules, regulations, and policies.
- Clear, accurate, and effective communication skills, both verbal and written, with a variety of groups.
- Demonstrated skills in following up with multiple client requests simultaneously and in a timely manner.
- Intermediate knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Visio) or Google Suite (Gmail, Google Drive, Google Docs, Sheets), and demonstrated ability to learn University systems.
- Ability to exercise integrity, discretion, and confidentiality in all matters.
- Ability to resolve problems through consultation and discussion at the lowest level possible.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Two or more years of progressively responsible administrative, project, or fiscal experience in a professional office environment.
- Basic knowledge of human resources policies, programs, and/or can quickly learn University policies/procedures.
- Working knowledge of and/or ability to learn UCPATH or other HRIS systems.
- Knowledge of HR processes for data entry, personnel file maintenance, and record purging.
- General knowledge of benefits eligibility, EEO, and affirmative action requirements.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Political acumen and awareness; ability to navigate sensitive or confidential bargaining unit issues pertaining to onboarding.
- Proven ability to work collaboratively and professionally, building strong relationships with cross-functional teams, supervisors, and peers.
- Experience with Smartsheet, ServiceNow, or similar project/case management tools.

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position offers flexible hybrid work options, up to 95% full-time remote (within the United States), based on job responsibilities and department needs. Work arrangements are established in partnership with your supervisor based on job responsibilities and departmental needs, and may change over time.

Conviction History Background

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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